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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

16 January 1957

1. Mr. Lloyd welcomed Mr. Gordon Stewart as the new Director of Personnel, effective 18 January 1957.

2. When drafts of proposed Regulations which are sponsored by the Career Council are forwarded to Office and/or Staff Chiefs for coordination, it is requested that all replies to the Executive Secretary of the Council be processed through the Office of the Deputy Director (Support) so as to present a coordinated DD/S position.

3. Attention is directed to the memorandum dated 12 September 1956 from the Assistant Deputy Director (Support) to the DD/S Offices and Staffs, subject: "Preparation of Regulatory Material." It is desired to keep as many detailed procedures as possible out of the Regulations and use Handbooks for publication of technical material of interest to limited personnel and detailed procedures not an integral part of a policy. Regulations should include only basic policy, establish responsibility, delegate authority, and prescribe basic criteria and essential procedures governing the exercise of the authority.

4. At the DD/S Weekly Staff Meeting on 9 January it was announced that the Director plans to have various presentations at the Deputies' Meetings. It is proposed to have "dry runs" of these presentations at the DD/S Weekly Staff Meetings, first, as information of interest to those in attendance, and second, to judge the appropriateness of the material for presentation at the Deputies' Meetings. Following is the initial schedule for the dry run presentations at the DD/S Weekly Staff Meetings:

23 January 1957:

- (1) "Headquarters Emergency Communications System" -- [REDACTED]
- (2) "JOT Program" -- Mr. Baird

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30 January 1957: Luncheon Meeting (OCI Briefing)

6 February 1957:

- (1) "Audit Organization and the Status of Audit Today" -- [REDACTED]
- (2) "Major Storage Locations and Dollar Values by Community Groups" -- Mr. Garrison

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5. The Director has approved Mr. Reynolds' suggestion that the Senior Support Officials be briefed at the Senior Staff Meetings on the Agency position regarding major world events.

6. Mr. Lloyd announced that Governor Herter, the new Under Secretary of State, will be briefed by the Agency on 24 January. The following presentations are planned by the Office of the Deputy Director (Support):

Communications - Relations with the Department of State -
[redacted] - 15 minutes

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Comptroller - Financial relations with the Department of State -
Mr. Saunders - 15 minutes.

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Colonel White would like to dry run both of these presentations some time between now and 24 January. [redacted] and Mr. Saunders will be advised of the time and place for both the dry runs and the presentations.

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7. Mr. [redacted] gave a brief talk on the latest developments in electronic accounting machines. Accounting is not limited to accounting for funds but is applicable to materiel, inventories, personnel records and documents. He pointed out the necessity for "feasibility studies," to determine what procedures can best be adapted to machine operations. The first feasibility study is being undertaken in the Office of Logistics, and Mr. [redacted] desires to stimulate the interest and cooperation of all Offices and Staffs in undertaking additional feasibility studies which will require the full-time assignment of qualified technicians from those Offices and Staffs. He feels that this Agency is considerably behind private industry and some other Government agencies in studying the feasibility and implementation of electronic machine methods. At 0900 hours on Friday, 18 January, in Room 117 Central Building, there will be an exposition of RAMAC, and Mr. [redacted] suggested that at least one senior representative from each DD/S Office attend the morning session.

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8. Mr. Houston gave a brief talk on the proposed amendment to the Communications Act of 1934. In brief, that Act allowed no foreign person or foreign Government to operate radio installations in the United States. This Act did not provide for reciprocity agreements to enable us to have radio installations in those countries where they were allowed to have radio installations in ours. Our entire overseas communications installa-

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9. Mr. Saunders gave a brief report on his recent attendance at the Harvard University Advanced Management Course.

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10. [REDACTED] commended the Office of Security in its efficient and understanding manner in meeting personnel returning from overseas because of personal crises, such as deaths, etc.

11. The meeting adjourned at 1155 hours.

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